ERS Data Product Quality Attributes and Standards Evaluation Checklist

Data Product: _____

Completed by:

Date:

Summary of Findings:

Right click on Yes/No/Not Required box to change bullet from a blank box to a check mark.

1. **Purpose**				
Checklist Items	**Yes**	**No**	**Not Required**	**Comments**
1.1 MOU for data provided to others?	❏	❏	❏	
1.2 MOU for data received from others?	❏	❏	❏	
2. **Utility**				
Checklist Items	**Yes**	**No**	**Not Required**	**Comments**
2.1 ERS is the Preeminent or Sole Source?	❏	❏	❏	
2.2 ERS Branding?	❏	❏	❏	

2.3 Reported on ERS Calendar?	❏	❏	❏	
2.4 Identification of Internal and External Stakeholders?	❏	❏	❏	
2.5 External Review for Quality of Communication?	❏	❏	❏	
2.6 Evidence of Feedback Mechanisms?	❏	❏	❏	
2.7 Monitoring Web Usage Statistics?	❏	❏	❏	

3. Objectivity				
Checklist Items	**Yes**	**No**	**Not Required**	**Comments**
3.1 Review Process?	❏	❏	❏	
3.2 Independent External Review of Methods?	❏	❏	❏	
3.3 Accuracy Measures Reported?	❏	❏	❏	
3.4 Ongoing research program that examines methods and operations?	❏	❏	❏	
3.5 IT Investment?	❏	❏	❏	
4. Transparency				
Checklist Items	**Yes**	**No**	**Not**	**Comments**

			Required	
4.1 Advance Public Notice of Substantial Changes?	❏	❏	❏	
4.2 Documentation?	❏	❏	❏	
4.3 Similar sources of data differentiated?	❏	❏	❏	
4.4 Update and Revision History?	❏	❏	❏	
4.5 Archival Capability?	❏	❏	❏	

5. Integrity				
Checklist Items	**Yes**	**No**	**Not Required**	**Comments**
5.1 Procedures for pre-dissemination review?	❏	❏	❏	
5.2 Review of prerelease security procedures?	❏	❏	❏	
5.3 Staff training?	❏	❏	❏	

6. Accessibility				
Checklist Items	**Yes**	**No**	**Not Required**	**Comments**
6.1 Use of machine readable formats?	❏	❏	❏	
6.2 Usability testing?	❏	❏	❏	

6.3 Conform to OMB Open Data Guidelines?	❏	❏	❏	

Comments